

THIS FORM SHOULD BE COMPLETED IN ITS ENTIRETY. NOT COMPLETING THE FORM
COULD DELAY THE ACCOUNT CREATION/ISSUING PROCESS

JTAV USER ACCOUNT APPLICATION



10 October, 2000

Name of User _____
Include mil/civ rank/grade & nationality if Non-US Citizen

Unit & Office Symbol : _____
Include company name if contractor

Branch of Service _____ **DEROS Date** _____

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Duty Mail _____

Address: _____

Duty Location _____

Telephone Numbers

DSN: _____

Commercial: _____

Secure: _____

FAX: _____

E-mail Information

E-mail Address: _____

Login Information This information provided by JTAV Support Staff
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Login Name: _____ **user id #** _____

WEB Account: _____ **user id #** _____

*E-Mail: jtavhelp@botanybay.centcom.mil, MAIL or FAX completed form to HQ
USCENTCOM, J4-JTAV Support Center (CSC), HQ USCENTCOM 7115 South Boundary
Road, Mac Dill AFB, FL33621-5101/ FAX: DSN 968-5828 CIV 813-828-5828*

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SECURITY BRIEFING FOR JOINT TOTAL ASSET VISIBILITY ACCOUNT ACCESS

16 October, 1997

1. SCOPE.

This briefing applies to all personnel who has access to the JTAV database servers. This access includes use of the JTAV PC based Client Application, as well as, direct access to the JTAV server via other utilities.

2. GENERAL RULES AND PROCEDURES.

- a. The rules herein are in addition to, not in lieu of other laws and regulations governing the use of government computers systems and the handling of government owned data (Classified or Unclassified).
- b. The JTAV Unclassified server and application is only authorized to process data at that level. No classified data will be processed on that system.
- c. The JTAV Secret server and application is only authorized to process data up to and including the SECRET level. No TOP SECRET, SCI, ORCON, NATO or other caveat information will be processed on that server.
- d. Use of the JTAV Servers for other than official business is prohibited.
- e. Use of the JTAV Servers constitutes consent to monitoring.
- f. JTAV Server users WILL NOT add, delete or modify files on any of the JTAV Servers. The JTAV Technical Support Center will grant specific exceptions to this in writing.
- g. Equipment and media which has been used in conjunction with the SECRET JTAV Server will be sanitized or destroyed in accordance with applicable DOD and local regulations.
- h. Problems, violations or deviations from these procedures must be reported to the JTAV Technical Support Center at HQ USCENCOM, MacDill AFB, Florida.

3. USERID and PASSWD.

- a. Each JTAV user is personally responsible for protecting and properly using the LAN userid and password issued to the user.
- b. There will be no group accounts permitted on any JTAV Server.
- c. Unclassified JTAV Server userids are UNCLASSIFIED. Unclassified JTAV Server passwords are UNCLASSIFIED SENSITIVE.
- d. Secret JTAV Server userids are UNCLASSIFIED. Secret JTAV Server passwords are SECRET.
- e. JTAV User IDs and Passwords are individual identifiers. The purpose of these is to control access and to establish accountability for use of JTAV resources. Users SHALL NOT: (1) Use any means other than their assigned userids and passwords to access the servers; (2) Divulge their passwords to any other person(s); (3) surrender physical control of a JTAV Session with first logging off; or (4) allow third parties the use their account.

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4. LABELING and RELEASE OF OUTPUT DATA.

- a. The JTAV Servers cannot be trusted to separate or identify data by security classification, nor to apply security markings to output on hardcopy, monitors or computer media.
- b. All hardcopy output shall be protected at the appropriate level: (1) JTAV Unclassified Server data will be treated as For Official Use Only - FOUO; or (2) JTAV Secret Server data will be treated as SECRET.
- c. All removable computer storage media, to include unclassified media that is associated with JTAV data must be labeled with security markings. These labels are essential for positive identification of classified media, and to prevent unintentional contamination of unclassified media with classified data.
- d. Users who create classified e-mail shall properly mark the header and the body of said e-mails to reflect the classification of the message.
- e. All equipment or storage media, which has been used to store, display or access the JTAV Servers, shall be marked according to the data it handles.

5. COMPUTER VIRUSES.

- a. Upon detection of a computer virus, JTAV Server account holders shall notify the JTAV Technical Support Center immediately.

6. STATEMENT OF UNDERSTANDING.

- a. I acknowledge having read this Security Briefing, and shall comply with all its provisions.
- b. I understand that a violation of these provisions may result in: (1) a degradation of the operational readiness of this command; (2) the compromise of classified information; (3) the criminal prosecution under the Uniform Code of Military Justice and/or the United States Code; (4) administrative action to include termination of employment; and (5) revocation of JTAV server access.

SIGNATURE _____

DATE 10 October, 2000

PRINTED NAME & RANK _____

GRADE _____

ORGANIZATION _____

Ver. 10/97¹

¹ USERID _____